

# Non-Union Employees Eyewear Benefit

## CITY OF SANTA FE

### ADMINISTRATIVE MANUAL



Originating Business Unit:  
**SUBJECT:**

**Finance Department**

<b>Non-Union Employees Eyewear Benefit</b>	<b>Policy Number</b> 2100-1-1	<b># Pages</b> 02
	<b>Effective Date</b> 12-17-04	<b>Revision Date</b> 00-00-0000

#### **1.0 PURPOSE:**

- 1.1 To provide guidelines for the administration of the non-union employee \$175.00 reimbursement for prescription eyewear or eye examinations. Reimbursement shall be every (12) twelve month period.

#### **2.0 APPLICABLE TO:**

- 2.1 Full-time or part-time non-union classified, exempt, and term employees are eligible to receive this benefit. This policy does not apply to probationary or temporary employees.

#### **3.0 REFERENCES:**

- 3.1 City of Santa Fe Resolution No. 1999-74 (revised)

#### **4.0 DEFINITIONS:**

#### **5.0 POLICY:**

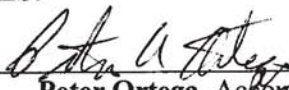
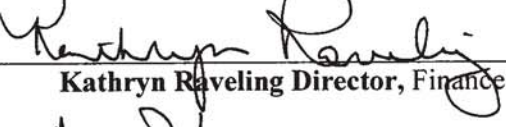
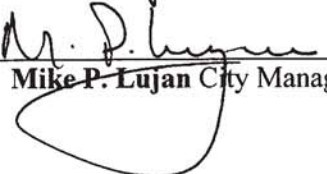
#### **6.0 PROCEDURES:**

- 6.1 A purchase voucher with the original receipt for eyewear and/or eye examinations must be completed by the employee and submitted to the Accounts Payable Unit of the Finance and Budget Department for reimbursement. The line item for reimbursement is 62107.556205. The purchase voucher must be signed by the employee and their supervisor.

**7.0 APPENDIXES:**

7.1 City of Santa Fe Purchase Voucher

**8.0 REVIEW AND APPROVALS:**

8.1	PREPARED BY:		12/17/04
		Peter Ortega, Accounting Supervisor	DATE
8.2	REVIEWED BY:		12/22/04
		Kathryn Raveling Director, Finance	DATE
8.3	APPROVED BY:		12-23-04
		Mike P. Lujan City Manager	DATE